



Financial Accountant I

Class Code: 4191 – Exam Code: 6PB12

Departments: California Public Employees' Retirement System
California State Teachers' Retirement System
State Controller's Office
Opening Date: May 26, 2016
Final Filing Date: Continuous
Type of Examination: Multi-departmental Open
Salary: \$5,578 - \$6,927

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 6 months.

SPECIAL TESTING ARRANGEMENTS

If you require special testing arrangements due to a verified disability, medical condition or religious accommodation, you will be able to request a reasonable accommodation during the exam filing process.

If you have any questions, please contact the:

California Department of Human Resources' Contact Center at 1-866-844-8671

OR

California Relay Service at 7-1-1

Telecommunications Device for the Deaf (TTY) at (916) 654-6336*

(*) TTY is a telecommunications device that is reachable only from telephones equipped with a

TTY device.

ELIGIBLE LIST INFORMATION

An open eligible list will be established by the California Department of Human Resources for use by other state departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Education: Required for all levels.

Either I

Equivalent to graduation from college with a specialization in financial management or a closely related field.

Or II

Equivalent to graduation from college with any major which shall include at least 24 semester units in financial accounting, managerial accounting, intermediate accounting, advanced accounting, taxes, cost accounting, auditing, business law, computer applications, or management information systems.

Or III

Completion of the equivalent of 60 semester units of course work which shall be given by a collegiate-grade residence institution, 36 units which shall include courses in financial accounting, managerial accounting, intermediate accounting, advanced accounting, taxes, cost accounting, auditing, business law, computer applications and management information systems. **AND**

Either I

One year of experience in the California state service performing professional, technical, or supervisory duties and applying principles, methods, techniques, and tools related to or in support of accounting, investments, auditing, taxes, risk analysis, financial systems, research, and/or budget activities in a class with a level of responsibility equivalent to an Accounting Administrator I.

Or II

Two years in the California state service performing the duties of an Associate Accounting Analyst.

Or III

Four years of increasing responsibility in professional accounting, auditing, budgeting, investment operations, financial systems, or banking. Experience may be in a public or private financial institution setting, conducting a variety of financial accounting, investment accounting, or handling complex accounting and financial reporting work. (Qualifying education may be substituted on a year-for-year basis).

POSITION DESCRIPTION

Under general supervision, positions at this level function as either (1) a first line supervisor organizing and directing the work of technical and professional staff; or (2) a staff specialist

performing technical and professional financial and investment accounting activities. The work performed involves underlying assets, systems, or transactions which are complex and the risk of error is substantial.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

To preview the Financial Accountant I Training and Experience Evaluation, select [Financial Accountant I preview examination](#).

KNOWLEDGE AND ABILITIES

Knowledge of:

- Accounting principles and practices
- Financial markets, banking, management of investment portfolios
- Investment transaction treatments
- Fair market and actuarial valuation
- Policy research and analysis
- Automated accounting systems
- Internal Revenue Service (IRS) and Franchise Tax Board (FTB) tax regulations and policies
- The functions of financial systems and information technology, configuration management, system support service levels and management
- Accounting and financial software
- Mathematical and analytical methods
- Manager/supervisor responsibility for promoting equal opportunity in hiring and employee development and promotion

Ability to:

- Analyze and evaluate financial and accounting records
- Conduct risk assessment and internal controls
- Conduct financial analysis and reviews of actuarial analysis and investment portfolios for accounting compliance
- Conduct error and fraud detection
- Compile, record, and analyze financial information
- Prepare or assist in preparing financial statements with full note disclosures
- Research and apply tax regulations designed for corporate compliance and pension compliance
- Apply Generally Accepted Accounting Principles (GAAP), governmental budgetary principles, practices, principles, and procedures of public finance and reporting requirements
- Appropriately present financial statements and related notes in accordance with all relevant Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements
- Prepare or assist in preparing the Comprehensive Annual Financial Report (CAFR)

- Ensure data integrity, train, and support other staff
- Develop and maintain reports and queries
- Identify and resolve issues related to various financial systems
- Successfully navigate various financial systems for research and analysis
- Solve practical problems by choosing appropriately from a variety of mathematical and statistical techniques
- Use technology in job performance (includes the integration and acceptance of new technology when appropriate)
- Communicate effectively both verbally and in writing
- Possess effective listening skills
- Provide and receive feedback
- Clearly articulate financial data to executives
- Identify the information needed to clarify a situation
- Garner the support of business partners and stakeholders to achieve the desired outcome
- Adapt and work in a variety of situations and with individuals and groups
- Be open to different and new ways of conducting business
- Modify one's preferred way of doing things
- Gain support for ideas, proposals, projects, and solutions
- Improve technical and personal growth
- Understand the operations, structure, and culture of the organization
- Understand the political, social, and economic issues affecting the organization
- Ensure the effective, efficient, and sustainable use of public service resources and assets, financial resources, real property, and business information
- Focus personal efforts on achieving results consistent with the organization's objectives
- Effectively promote equal opportunity in employment and for maintaining a work environment which is free of discrimination and harassment

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

VETERANS

Persons retired from the United States military or honorably discharged from active duty shall be eligible to compete in promotional examinations for which they meet the minimum qualifications as prescribed by the class specification. Persons receiving passing scores shall have their names placed on the promotional eligibility lists resulting from these examinations. In evaluating minimum qualifications, related military experience shall be considered State civil service experience in a class deemed comparable by CalHR, based on the duties and responsibilities assigned (Section 18991).

For cases in which promotional examinations are given by more than one department for the same classification, the veteran shall select one department for which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list eligibility

established from the examination in which the veteran participated. Employees may request a transfer of list eligibility between departments in the same manner as provided for civil service employees (Section 18991).

CAREER CREDITS

Career Credits will not be applied to the final score of competitors who are successful in this examination.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division
1515 S Street, North Building, Suite 400
Sacramento, CA 95811-7258
1-866-844-8671

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

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GENERAL INFORMATION

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned, change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [Financial Accountant I classification specification](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CalHR's Veterans' Information webpage](#), and the Department of Veterans Affairs.

Bulletin Release date: 11/4/16

FILING INSTRUCTIONS

Click the link below to be directed to the Training and Experience Examination. Upon completion of the Training and Experience Examination, it will be instantly scored.

*Please remember to print a copy of your exam results for your records. It may take up to 5 days for eligibility records to appear in your CalCareer profile.

Select [Financial Accountant I Training and Experience Evaluation](#) to access this online examination.